

PowerPoint 2016: Core Presentation Design and Delivery Skills; Exam 77-729

Successful candidates will have a fundamental understanding of the PowerPoint environment and demonstrate the correct application of PowerPoint 2016. Candidates create, edit, and enhance presentations and slideshows. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The MOS 2016 exam format incorporates multiple projects.



Microsoft Office Specialist

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Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

Objective Domains

Create and Manage Presentations

- 1.1 Create a Presentation**
 - 1.1.1 Create a new presentation
 - 1.1.2 Create a presentation based on a template
 - 1.1.3 Import Word document outlines
- 1.2 Insert and Format Slides**
 - 1.2.1 Insert specific slide layouts
 - 1.2.2 Duplicate existing slides
 - 1.2.3 Hide and unhide slides
 - 1.2.4 Delete slides
 - 1.2.5 Apply a different slide layout
 - 1.2.6 Modify individual slide backgrounds
 - 1.2.7 Inset slide headers, footers, and page numbers
- 1.3 Modify Slides, Handouts, and Notes**
 - 1.3.1 Change the slide master theme or background
 - 1.3.2 Modify slide master content
 - 1.3.3 Create a slide layout
 - 1.3.4 Modify a slide layout
 - 1.3.5 Modify the handout master
 - 1.3.6 Modify the notes master
- 1.4 Order and Group Slides**
 - 1.4.1 Create sections
 - 1.4.2 Modify slide order
 - 1.4.3 Rename sections
- 1.5 Change Presentation Options and Views**
 - 1.5.1 Change slide size
 - 1.5.2 Change views of a presentation
 - 1.5.3 Set file properties

Create and Manage Presentations

- 1.6 Configure a Presentation for Print**
 - 1.6.1 Print all or part of a presentation
 - 1.6.2 Print notes pages
 - 1.6.3 Print handouts
 - 1.6.4 Print in color, grayscale, or black and white
- 1.7 Configure and Present a Slide Show**
 - 1.7.1 Create custom slide shows
 - 1.7.2 Configure slide show options
 - 1.7.3 Rehearse slide show timing
 - 1.7.4 Present a slide show by using Presenter View

Insert and Format Text, Shapes, and Images

- 2.1 Insert and Format Text**
 - 2.1.1 Insert text on a slide
 - 2.1.2 Apply formatting and styles to text
 - 2.1.3 Apply WordArt styles to text
 - 2.1.4 Format text in multiple columns
 - 2.1.5 Create bulleted and numbered lists
 - 2.1.6 Insert hyperlinks
- 2.2 Insert and Format Shapes and Text Boxes**
 - 2.2.1 Insert or replace shapes
 - 2.2.2 Insert text boxes
 - 2.2.3 Resize shapes and text boxes
 - 2.2.4 Format shapes and text boxes
 - 2.2.5 Apply styles to shapes and text boxes
- 2.3 Insert and Format Images**
 - 2.3.1 Insert images
 - 2.3.2 Resize and crop images
 - 2.3.3 Apply styles and effects
- 2.4 Order and Group Objects**
 - 2.4.1 Order objects
 - 2.4.2 Align objects
 - 2.4.3 Group objects
 - 2.4.4 Display alignment tools

Insert Tables, Charts, SmartArt, and Media

- 3.1 Insert and Format Tables**
 - 3.1.1 Create a table
 - 3.1.2 Insert and delete table rows and columns
 - 3.1.3 Apply table styles
 - 3.1.4 Import a table
- 3.2 Insert and Format Charts**
 - 3.2.1 Create a chart
 - 3.2.2 Import a chart
 - 3.2.3 Change the Chart Type
 - 3.2.4 Add a legend to a chart
 - 3.2.5 Change the chart style of a chart
- 3.3 Insert and Format SmartArt graphics**
 - 3.3.1 Create SmartArt graphics
 - 3.3.2 Convert lists to SmartArt graphics
 - 3.3.3 Add shapes to SmartArt graphics
 - 3.3.4 Reorder shapes in SmartArt graphics
 - 3.3.5 Change the color of SmartArt graphics

Insert Tables, Charts, SmartArt, and Media

- 3.4 Insert and Manage Media**
 - 3.4.1 Insert audio and video clips
 - 3.4.2 Configure media playback options
 - 3.4.3 Adjust media window size
 - 3.4.4 Set the video start and stop time
 - 3.4.5 Set media timing options

Apply Transitions and Animations

- 4.1 Apply Slide Transitions**
 - 4.1.1 Insert slide transitions
 - 4.1.2 Set transition effect options
- 4.2 Animate Slide Content**
 - 4.2.1 Apply animations to objects
 - 4.2.2 Apply animations to text
 - 4.2.3 Set animation effect options
 - 4.2.4 Set animation paths
- 4.3 Set Timing for Transitions and Animations**
 - 4.3.1 Set transition effect duration
 - 4.3.2 Configure transition start and finish options
 - 4.3.3 Reorder animations on a slide

Manage Multiple Presentations

- 5.1 Merge Content from Multiple Presentations**
 - 5.1.1 Inset slides from another presentation
 - 5.1.2 Compare two presentations
 - 5.1.3 Insert comments
 - 5.1.4 Review comments
- 5.2 Finalize Presentations**
 - 5.2.1 Protect a presentation
 - 5.2.2 Inspect a presentation
 - 5.2.3 Proof a presentation
 - 5.2.4 Preserve presentation content
 - 5.2.5 Export presentations to other formats



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